

## Exempt Employee Transition Resources

Current economic conditions mean some employees are being faced with employment transition. The information below will assist you if you are directly impacted. It is intended to be a guide and does not replace the need for you to work closely with your employer's human resource office about your specific situation. The information is arranged into four primary categories:

- **Preparing for employment transition;**
- **Once you have received formal notice that your appointment is ending**
- **Before leaving state service; and**
- **After leaving state service.**

There is no standard response for everyone's options because everyone's employment and personal situation is different. Please review this information thoroughly; however, keep in mind some of the information may not apply to your situation.

### Preparing for employment transition:

- ☐ **If you previously held permanent status in a classified position contact your agency's HR office to determine if you have a right to return to classified service and if you do have a return right find out which agency you can return to.**  
 Web resource:  
<http://www.hr.wa.gov/rules/Pages/default.aspx>. Open the document "Transition Guide for Exempt Employees" found under Helpful Tools.
- ☐ **Attend an Exempt Employee Transition Workshop.**  
 Web resource:  
<http://www.hr.wa.gov/more/LayoffSupport/EmployeeLayoffInfo/Pages/Presentations.aspx>  
 If you are not able to attend a session you can view the presentation at [Exempt Employee Transition Workshop](#)  
 Phone: 360 664-1960. Toll free: 877 664-1960.  
 Deaf or hard-of-hearing callers may contact us via email at [careers&ESSHelp@des.wa.gov](mailto:careers&ESSHelp@des.wa.gov) or via the [Washington Relay Service](#) by dialing 7-1-1 or 1-800-833-6388.
- ☐ **Consider attending the Job Hunter Workshop Series at your local WorkSource center:**
  - **Create or update your resume and cover letter**
  - **Seek employment outside of state government**
  - **Learn about retraining programs**
  - **Networking**
  - **Explore a career change**
  - **Prepare for job interviews**
 Web resource: [www.go2worksource.com](http://www.go2worksource.com) (Washington state)  
<http://www.careeronestop.org> (Federal site)
- ☐ **Review job opportunities with other state employers or higher education institutions by going to [www.careers.wa.gov](http://www.careers.wa.gov).**
- ☐ **Visit the Department of Enterprise Services Job Seeker Center at 1500 Jefferson Street in Olympia, or call for assistance with your job searches or for other additional resources.**  
 Phone: 360 664-1960. Toll free: 877 664-1960.

- ☐ **Consider educational opportunities to expand your skills by accessing information available at state institutions.**

Web resources: <http://www.wsac.wa.gov/KeyFacts2012>, <http://checkoutacollege.com>, [www.waol.org/](http://www.waol.org/), and [www.careerbridge.wa.gov](http://www.careerbridge.wa.gov).

- ☐ **Consider contacting the Employee Assistance Program for help developing an action plan of next steps, personal and/or professional.**

Web resource: <http://www.hr.wa.gov/EAP/Pages/default.aspx>

Toll free: 877 313-4455

- ☐ **Visit the Washington State Department of Financial Institutions' website to review information to assist in managing credit, debt, and assessing financial resources.**

Web resource: <http://dfi.wa.gov/financial-education>

Phone: 360 902-8822. Toll free: 877 746-4334. TTY: 360 664-8126

### **Once you have received formal notice that your employment is ending:**

- ☐ **If you have the right to return to classified service and you wish to exercise that right notify the agency you will be returning to within 30 calendar days of separation from the exempt position.**

- ☐ **Go to the Employment Security website to view rules for unemployment benefits and find out what benefits you would receive.**

Web resource: [www.esd.wa.gov/uibenefits/](http://www.esd.wa.gov/uibenefits/)

Toll free: 800 318-6022 TTY: 800 365-8969

- ☐ **Consider your retirement eligibility and/or options.**

Web resource: [www.drs.wa.gov](http://www.drs.wa.gov)

Phone: 360 664-7000. Toll free: 800 547-6657. TTY: 360 586-5450

*Note: If considering retiring, determine if your employer participates in VEBA which may assist with medical costs. Contact: Agency HR Office*

### **Before leaving state service:**

- ☐ **Take your personal holiday if you're entitled.**

- ☐ **Schedule an appointment with your agency HR representative to:**

- **Ensure your personal information is accurate in the payroll system.**
- **Verify leave balances and eligibility for payment of unused vacation leave.**
- **Make sure you have a copy of your most recent earnings statement.**
- **Obtain a copy of your employment history.**
- **Obtain copies of your most recent evaluations from your personnel file.**

Contact: Agency HR Office

**If you are using your work e-mail address to apply for jobs in the Online Recruiting System, update your applicant profile with your personal e-mail address.**

Web resource: [www.careers.wa.gov](http://www.careers.wa.gov)

Phone: 360 664-1960. Toll free: 877 664-1960.

*University or college employees should contact their HR office to update information.*

☐ **Determine retirement and deferred compensation balances.**

Web resource: [www.drs.wa.gov](http://www.drs.wa.gov)

Phone: 360 664-7000. Toll free: 800 547-6657. TTY: 360 586-5450

☐ **Determine medical/healthcare options:**

• **Learn how to continue your medical benefits**

Web resource: [www.pebb.hca.wa.gov](http://www.pebb.hca.wa.gov)

Phone: 360 412-4200. Toll free: 800 200-1004. TTY: 888 923-5622

• **Explore private health care (Office of the Insurance Commissioner)**

Web resource: <http://www.insurance.wa.gov/shiba/index.shtml>

Toll free: 800 562-6900

☐ **If participating in other benefit programs, determine your options:**

• **Flexible Spending Account (FSA) Program**

• **Dependent Care Assistance Program (DCAP)**

Phone: 800 659-3035. TTY: 866 908-6043. E-mail: [asi@asiflex.com](mailto:asi@asiflex.com)

☐ **Organize and obtain your workplace job references.**

Contact: Agency HR Office, supervisors and managers

☐ **Explore a career change.**

Web resource: <http://www.careerinfonet.org/>

**After leaving state service:**

☐ **Apply for unemployment and explore any available retraining options.**

Web resource: [www.go2ui.com](http://www.go2ui.com)

Toll free: 800 318-6022. TTY: 800 365-8969

☐ **Within 60 days, apply for continued health care coverage through Health Care Authority or private sources.**

Web resource: [www.hca.wa.gov](http://www.hca.wa.gov)

Phone: 360 412-4200. Toll free: 800 200-1004. TTY: 888 923-5622

☐ **Consider whether or not to access deferred compensation contributions.**

Web resource: <https://washington.gwrs.com/login.do> or [www.drs.wa.gov](http://www.drs.wa.gov)

Phone: 360 664-7000. Toll free: 800 547-6657. TTY: 360 586-5450 or 1 866-377-8895

- ☐ **Determine if you would like to withdraw retirement contributions.**

Web resource: [www.drs.wa.gov](http://www.drs.wa.gov)

Phone: 360 664-7000. Toll free: 800 547-6657. TTY: 360 586-5450 or 1 866-377-8895

**For additional resources visit:**

<http://www.hr.wa.gov/more/LayoffSupport/EmployeeLayoffInfo/Pages/default.aspx>